

How to TPR a Child from a Biological Family Case

Note: These steps do NOT apply to DMCPs and State Adoptions would prefer to be responsible for TPRing any child who will be transferred to the State Adoption program post-TPR.

Note: Prior to completing these steps please make sure that the county Out of Home Placement for the child is closed with an end date of the day prior to the TPR being granted by the courts. This will ensure that the payments are accurate for both the County and the State Adoptions unit.

De-Activating the Child post-TPR

Once the courts have granted the TPR, the following steps should be completed in the following order:

- The worker should document the legal status for the TPR hearing in the CPS Family case.
 - The worker should close the child's open, out-of-home placement with the end date being the day before the TPR hearing and the end reason being "Transfer to (SRO/NRO/NERO/WRO) Region."
 - The worker can then either continue to provide services to the family and manage the CPS Family case (if they have additional children who have not been TPR'd) or, the county worker can choose to close the CPS Family case once they have completed all necessary documentation. If the county worker chooses to close the CPS Family case they will need to close/terminate all plans as appropriate.
1. On the desktop, click on the case name for the child who is to be TPR'd. This will open the Maintain Case page.

The screenshot displays the eWiSACWIS desktop interface. At the top, there is a navigation bar with the logo 'eWiSACWIS' and links for 'Case Work', 'Provider Work', and 'Search'. Below this is a secondary navigation bar with links for 'Create', 'Maintain', 'Utilities', 'Adoption Search', and 'Help'. The main content area is titled 'Caitlin M. Cake's Desktop'. It includes a section for 'Ticklers' and a 'Cases (419)' section. The 'Cases (419)' section lists several cases with their details, including case names, dates, and locations. A red box highlights the 'Click to Maintain Case' link next to the case 'Alf, Alice'.

Case Name	Date	Supervisor	Region	Address
Abadia, Alex (9222513)	01/16/2009	Cake, Caitlin M.	Milwaukee-Region 1	1245 River Road , Madison, NC 53701
Abby, Alice N. (9222746)	08/31/2011	Cake, Caitlin M.	Milwaukee-Region 3	Main Street , Appleton, WI 54913
Abby, Alice N. (9222745)	08/31/2011	Cake, Caitlin M.	Milwaukee-Region 3	Main Street , Appleton, WI 54913
Alabama, Closedcase (9221791)	02/24/2006	Door, Diane (Supervisor)	Milwaukee-Region 1	11 River Road , Madison, WI 53701
Aladdin, Mama (9222109)	03/07/2007	Corn, Conn C., Jr.	Green - Monroe	225 Main Street , Apt.#D. , Eagle River, AP 92356
Alf, Alice	04/08/2009	Adams, Supervisor	Adams - Friendship	
Allen, All (9221893)				

2. On the Maintain Case page, select the DeAct hyperlink for the child who is being TPR'd. This will open the Participant Status page.

Maintain Case - ID: 9222109 - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Case: 9222109

Name: Aladdin, Mama Case Type: CPS Family - Ongoing Status: Open 03/07/2007

County: Green Site/Region: Green - Monroe

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
Aladdin, Mama (9224140)	None	<input checked="" type="checkbox"/>	N	02/04/2000	F	Reference Person	N/A	N	DeAct Rem
Aladdin, Papa (9224141)	None	<input checked="" type="checkbox"/>	N	01/27/1975	M	Present Spouse	N/A	N	DeAct Rem
Fruit, Frances R. (9222385)	None	<input checked="" type="checkbox"/>	Y	02/19/1997	F	Other Relative	N/A	N	DeAct Rem
Joyner, Trevor (9224961)	None	<input checked="" type="checkbox"/>	U	08/05/2009	M	Biological Child	N/A	N	DeAct Rem

Number of Household Members: 1 [Insert](#)

[Inactive Participants](#)

Options: [Go](#) [Save](#) [Close](#)

100%

- On the Participant Status page, select TPR from the Reason drop-down. Enter the Effective Date, **which must be the TPR date**. In the New TPR Case group box, the Case Type, County, and Site/Region will pre-fill from the Maintain Case page. Once you have verified all information is accurate, click Save.

Participant Status

Action Requested: DeActivate
Name: Joyner, Trevor
Worker: Caitlin M. Cake
Reason: TPR
Date: 02/02/2012
Effective Date: 06/23/2011

New TPR Case

Case Type: Pre-Adoptive Child
County: Green
Site/Region: Green - Monroe

Participant History

Status	Effective Date	Reason	Worker
Active	03/05/2008	null	Green, Supervisor

Save Close

- The following message will appear. Click the Yes button if you want to continue with the TPR process. eWiSACWIS will automatically create a new case for the child who has been TPR'd and immediately displays the Maintain Case page for the new case.

De-activation of Participant with reason 'TPR' will result in the creation of a new Case and any open placements for the child will be copied over by the batch. Continue?

Yes No

- The Maintain Case page will appear for the new Pre-Adoptive Child case. Click Close. This will return you to the Participant Status page.

Maintain Case - ID: 9222751 - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Case: 9222751

Name: Joyner, Trevor Case Type: Pre-Adoptive Child Status: Open 06/23/2011

County: Green Site/Region: Green - Monroe

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg
Joyner, Trevor (9224961)	Pre-Adopt	<input checked="" type="checkbox"/>	U	08/05/2009	M	Reference Person	N/A	N

Number of Household Members: 0 [Insert](#)

[Inactive Participants](#)

Options: [Go](#) [Save](#) [Close](#)

- Click Close on the Participant Status page.

Participant Status -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Participant Status

Action Requested: DeActivate

Name: Joyner, Trevor

Worker: Caitlin M. Cake

Reason: TPR

Date: 02/02/2012

Effective Date: 06/23/2011

New TPR Case

Case Type: Pre-Adoptive Child

County: Green

Site/Region: Green - Monroe

Participant History

Status	Effective Date	Reason	Worker
Active	03/05/2008	null	Green, Supervisor
(TPR)	06/23/2011	TPR	Cake, Caitlin M

[Save](#) [Close](#)

- The Maintain Case page for the bio case will display Status of “(TPR)” for the child in the Inactive Participants group box. To access the Participant Status page, click the TPR hyperlink.

Maintain Case - ID: 9222109 - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Case: 9222109

Name: Aladdin, Mama Case Type: CPS Family - Ongoing Status: Open 03/07/2007

County: Green Site/Region: Green - Monroe

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants	Address	Collaterals	Closing/Merge History
Aladdin, Papa (9224141)	None	<input checked="" type="checkbox"/> N	01/27/1975 M Present Spouse N/A N DeAct Rem
Fruit, Frances R. (9222385)	None	<input checked="" type="checkbox"/> Y	02/19/1997 F Other Relative N/A N DeAct Rem

Number of Household Members: 1 [Insert](#)

Inactive Participants

Inactive Participants

Name	Person Type	Hshld	DOB	Gndr	Relationship	Legal	Prg
Joyner, Trevor (9224961)	Pre-Adopt	N	08/05/2009	M	Biological Child	N/A	N (TPR)

Options: [Go](#) [Save](#) [Close](#)

- The Participant Status page will open and will display the TPR date. Click Close on the Participant Status page and click Close on the Maintain Case page to return to the desktop.

Participant Status -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Participant Status

Action Requested: DeActivate

Name: Joyner, Trevor

Worker: Caitlin M. Cake

Reason:

Date: 02/02/2012

Effective Date: 00/00/0000

Participant History

Status	Effective Date	Reason	Worker
Active	03/05/2008	null	Green, Supervisor
(TPR)	06/23/2011	TPR	Cake, Caitlin M

[Save](#) [Close](#)

9. The child's new Pre-Adoptive Child case will appear on the desktop immediately after the above steps are completed. Review the case values to make sure they are correct. Make sure Pre-Adoptive Child is selected for the Case Type. Make sure the County field reflects the county in which the TPR occurred. The information specific to the child in the family case will be copied over to the child's case through overnight batch processing.

eWiSACWIS

Case Work Provider Work Search

Create Maintain Utilities Adoption Search Help

Caitlin M. Cake's Desktop

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

Ticklers

Cases (419)

- [Abadia, Alex \(9222513 \)](#) [Actions](#)
CPS Family - Ongoing 01/16/2009 Cake, Caitlin M. Milwaukee-Region 1 1245 River Road , Madison, NC 53701
- [Abby, Alice N. \(9222746 \)](#) [Actions](#)
CPS Family - Initial Assessment 08/31/2011 Cake, Caitlin M. Milwaukee-Region 3 Main Street , Appleton, WI 54913
- [Abby, Alice N. \(9222745 \)](#) [Restricted Case](#) [Actions](#)
CPS Family - Initial Assessment 08/31/2011 Cake, Caitlin M. Milwaukee-Region 3 Main Street , Appleton, WI 54913
- [Alabama, Closedcase \(9221791 \)](#) [Actions](#)
CPS Family - Initial Assessment 02/24/2005 Door, Diane (Supervisor) Milwaukee-Region 1 11 River Road , Madison, WI 53701
- [Aladdin, Mama \(9222109 \)](#) [Actions](#)
CPS Family - Ongoing 03/07/2007 Corn, Conn C. Jr. Green - Monroe 225 Main Street , Apt.#D. , Eagle River, AP 92356
- [Alf, Alice \(9222585 \)](#) [Actions](#)
CPS Family - Initial Assessment 04/08/2009 Adams, Supervisor Adams - Friendship
- [Allen, All \(9221893 \)](#) [Actions](#)
- [Ally, Ally \(9222109 \)](#) [Actions](#)
CPS Family - Initial Assessment 02/06/2012 Daisy, Dan BMC-W-Admin 123 Main Street , Waldo, WI 53093
- [Joseph, Jenny \(9220005 \)](#) [Actions](#)
CPS Family - Initial Assessment 12/10/2001 Daisy, Dan Milwaukee-Admin 87 Little Lane , Madison, WI 53705
- [Joyner, Trevor \(9222751 \)](#) [Actions](#)
Pre-Adoptive Child 06/23/2011 Cake, Caitlin M. Green - Monroe 123 Main , Madison, 74215
- [Kellogg, Andy \(9222422 \)](#) [Actions](#)
Voluntary Kinship Care 05/16/2008 Cake, Caitlin M. Milwaukee-Site 5
- [Kellogg, Cale \(9222421 \)](#) [Actions](#)
Voluntary Kinship Care 05/16/2008 Cake, Caitlin M. Milwaukee-Site 5 200 Stroebel Road , Kaukauna, WI 54130
- [Kellogg, Kathy B. \(9222251 \)](#) [Restricted Case](#) [Actions](#)
CPS Family - Initial Assessment 01/07/2008 Green, Supervisor ERO-Bethany CS 751 Corn Flakes Drive , Abbotsford, WI 54601

***If a child in a CPS family case is TPR'd and adopted through a private agency, the child should be deactivated from the family case in eWiSACWIS at the time of TPR. The fact that there was a private TPR should be documented in eWiSACWIS through a case note. Case managers should not TPR the child in eWiSACWIS and create a Pre-Adoptive Child case. If the child was not in an out-of-home placement, then a discharge reason is not necessary. When deactivating the child, do not use the reason of 'Transfer of Guardianship.' The reason of 'Other' should be used for deactivation.**